

Key Assignment

I have visited an office and explained the main type of work done there.

For this key assignment, I know we did not get to visit an office as part of our class group, however, I would like you to attempt this assignment in relation to your work experience or else in relation to the office in the school.

Please could you **list and explain** as many different types of work done in the office, use your class notes if you have them and if you do not, then use the internet to help you.

If possible, it would be great if you could type up your assignment, however, if you cannot type it, please do it on a new page of your copy so that we can remove this sheet from your copy when we return to school and put it into your key assignment folders.